As the contracting, certification and compliance authority for the City of Chicago, DPS maintains the highest commitment to diversity, transparency & innovation while continuously expanding the resources and programs that empower citizens to become involved in the contracting opportunities. We have an obligation in government to ensure that all firms have an opportunity to participate in contracts that are paid for with taxpayer dollars. DPS manages the certifications of approximately 2,700 new and renewing firms that are minority, women-owned, veteran or disadvantaged businesses.

**TYPES OF CERTIFICATIONS**

- **MBE**: Minority-Owned Business Enterprise
- **WBE**: Women-Owned Business Enterprise
- **BEPD**: Business Enterprises Owned or Operated by People with Disabilities
- **VBE**: Veteran-Owned Business Enterprise
- **DBE**: Disadvantaged Business Enterprise
- **ACDBE**: Airport Concession Disadvantaged Business Enterprise

**BASIC ELIGIBILITY REQUIREMENTS**

- **Ownership**: At least 51% of the business entity must be owned by one or more women or minority groups.
- **Independence**: Must demonstrate the ability to independently perform in the firm’s area of specialty/expertise.
- **Control**: Must exercise control over the management and daily business operations of the firm.
- **Expertise**: Must demonstrate prior experience and expertise in the desired specialty area (i.e. training, licenses, certifications or academic credentials).
- **Location**: Must be located in the Illinois counties of Cook, DuPage, Kane, Will, Lake, McHenry
- **Size**: Gross receipts must not exceed maximum dollar threshold and must meet other US SBA related size standards.

**BENEFITS OF CERTIFICATION**

- The City of Chicago is a part of the Illinois Unified Certification program (IL-UCP).
- Reciprocity with Cook County, which means certified firms will be qualified for opportunities through Cook County, as well as other government entities.
- Opportunities to participate in a number of programs, including the Target Market Program, which is designed to promote contracting opportunities for MBE and WBE firms.
- Contract specific goals for participation by certified firms on contracts bid by the city.
- Listing in the Chicago Certified Firms Directory.

**HOW TO APPLY**

- Visit [www.chicago.gov/dps](http://www.chicago.gov/dps)
- Certification applications are accepted **ONLINE** only
DPS offers free workshops presented quarterly or monthly, to educate citizens and business owners about the fundamentals of procurement and the latest developments in procurement, certification and compliance.

To view the workshop calendar and register, go to [www.chicago.gov/dpsevents](http://www.chicago.gov/dpsevents)

All workshops available on [www.youtube.com/ChicagoDPS](http://www.youtube.com/ChicagoDPS)

### CERTIFICATION & COMPLIANCE WORKSHOPS

- How to Become Certified
- The Online Schedule A Application – MBE/WBE/VBE/BEPD
- The ABC’s of DBE and ACDBE Certification
- Your Business Is Certified: Now What?
- Compliance Documentation 101

### WEBINARS

Vendors are able to participate in online webinars, which are held multiple times per week, including evening and weekend sessions. Classes include: Online Certification Application and Contract Compliance Reporting.

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**CONTACTS**

To apply for certification or check the status of a firm's certification, visit: [https://chicago.mwdbe.com](https://chicago.mwdbe.com)

Certification Contacts:
Jacquelyn Charleston, Deputy Procurement Officer | 312-742-5042 | Jacquelyn.charleston@cityofchicago.org

Desiree Otkins, Manager of Certification | 312-744-1909 | desiree.otkins@cityofchicago.org

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